



Stevens Memorial Library  
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## Summary of Trustee Meeting June 4, 2013

Meeting started at 4:00 P.M.

Paula Dowd called meeting to order.

Present at meeting by roll call vote: Paula Dowd, Present, Margaret Donovan, Present, Paula St. Laurent Kuehl, Present, Debra Mercier, Present, Mary Kate Romano, Present, Joseph von Deck, Present.

A petition to reinstate Cheryl Paul Bradley as Library Director was presented by Laurie Danault to Paula Dowd.

May 15<sup>th</sup> meeting minutes were read and page 4, paragraph 16 and page 5, paragraph 5 were amended.

Joe made a motion to accept the minutes as amended.

Deb seconded the motion.

All were in favor.

Paula Dowd stated that she was declaring the April 24<sup>th</sup> executive Session Trustee Meeting null and void. She stated that her intent for calling that meeting was to protect employees of the Library. However this could not be done without the employees present at that meeting.

Paula Dowd stated that the Board had to redo that meeting in an Open Meeting.

At 4:15 P.M., a vote was taken by roll call to discuss the April 24<sup>th</sup> meeting in Open Session.

Roll call: Paula Dowd, Yes, Margaret Donovan, Yes, Paula St. Laurent Kuehl, Yes, Debra Mercier, Yes, Mary Kate Romano, Yes, Joseph von Deck, No.

Joe stated that the Board had had the meeting and that the current meeting was an open session. He said that the board should discuss everything in the minutes and then amend the minutes if necessary.

Joe stated that unemployment benefits should be paid by the town. Explaining that, they take a small percentage of employee's wages and put it into an unemployment insurance fund. He asked where that money was going.

Paula Dowd stated that the Town Administrator told her that city and towns are exempt from the unemployment insurance fund.

Margaret stated that Paula Dowd and she had a meeting with Doug Briggs on May 8<sup>th</sup> to discuss the Library budget. At that meeting Doug explained that when doing the town budget he puts so much into an unemployment account. He had about \$3,000.00 left in that account for FY13 and wanted the Trustees to pay the balance of the terminated employee's benefits. Margaret asked if he had money in the FY14 budget for unemployment. Doug answered yes. Margaret stated that the town could pay the balance out of FY14. Doug stated yes but he would be delinquent. Margaret stated that she did not think it would be an issue. She and Paula Dowd left it like that.

Margaret stated that she felt the matter was closed.

Margaret made a motion to not have any Library funds or Trust Funds used to pay unemployment benefit.

Kate seconded the motion.

All were in favor.

Joe stated that he felt the board was acting inappropriately voiding the April 24<sup>th</sup> Meeting minutes. We had the meeting; we discussed the issues, and asked Margaret to write letters to certain town officials.

Paula Dowd stated that she is just doing what Town Counsel is requesting and if anyone is the heavy it is her.

Paula Kuehl stated that boards she had been on amend minutes, whether Executive or Open Session, at the following meeting.

Margaret made a motion that the minutes of April 24<sup>th</sup> be amended by removing all employee names, then accepted in original form.

Kate seconded the motion.

All were in favor.

Margaret asked if the board was going to authorize any funds for the Summer Reading Program. Last year the Board had approved \$3,500.00 for the program. This money is used for programs, performers, prizes, baskets, kick-off activities and end of program ice cream social.

Paula Dowd stated that she had found a lot of items downstairs and wanted them to be used for prizes.

Margaret stated that the Director collects items throughout the year and they are use. However we always have an adult basket and several other basket that are special themes as well.

Paula Dowd asked do we really need the baskets. Is an adult basket necessary?

Noel McGonigle, a resident attending the meeting, stated that in order to receive grant money from the state a Library must offer an adult summer reading program.

Margaret stated that it gives the adults an incentive to sign up.

Paula Kuehl stated that she felt with what the Library had, \$1900.00, should enable the Library to have a good Summer Reading Program.

Paula Dowd stated \$1850.00 should be enough.

Kate made a motion for the Board to approve \$1850.00 from Trust Funds to be used for the Summer Reading Program.

Deb seconded the motion.

All were in favor.

Margaret stated she and the staff had made a tentative Summer Reading Program for the Boards approval. She passed it out to the Board members.

Joe made a motion to approve the calendar, using the money approved by the board.

Paula Kuehl seconded the motion.

All were in favor.

Paula Dowd stated she would write checks for these programs the week of the program.

Margaret stated that the aquarium program would need to be paid before they came.

Paula Dowd stated that she would issue a check this week and bring it to Margaret.

Margaret stated that many of the Library museum passes had expired or were about to expire. Would the board authorize to renew these passes using trust fund money?

A list with costs were given to the Trustees.

After discussion about usage by patrons of each pass, a motion was made by Deb to renew all passes except the Children's Museum by using trust fund money.

Kate seconded it.

All were in favor.

Margaret stated that the staff had started a magazine survey and would give the Trustees the results at the September meeting.

Paula Dowd asked Margaret to get all the invoices for the Library passes together and she would be in on Thursday with the trust fund checkbook to write checks.

Margaret stated that Fy13 budget would be over by about \$2000.00. This overage would be covered by using a portion of the Stevens Building rent money.

Paula Dowd asked for a motion to adjourn the Open Session Meeting.

Hannah Bitterman asked why the Board had to go into Executive Session. What was so secretive?

Joe explained the Executive Session rules to her.

The residents at the meeting asked to be heard.

Elaine Bomford stated that she would like to ask a question.

Paula Dowd stated that she knew what the question was and the answer was no comment.

Elaine asked how Paula could know what the question was before it was asked. She also stated that it was the town tax payers business to know what was going on with the Library Director.

Paula Dowd stated that the Board could not answer any questions pertaining to the investigation.

Anne Olivari asked if the minutes of the Trustees meetings were going to be made public. When Boards have meeting their minutes are available to the public in a timely manner. It would be in the best interest of the Trustees to post their minutes on the Library web site or the Town web site.

Barbara Brennan asked if the Trustees or the taxpayers were paying someone to do the Director's job while she was on paid leave.

Margaret stated that the staff had stepped up to the plate and that she was helping. Cheryl had showed her how to order books and do the payables. Between the staff and her some things were getting done. She also stated she was volunteering and no one was getting paid to do the Directors job.

William Webber stated that the residents have distrust about the treatment of the Director during this investigation. How much longer will this go on and they should be given some information.

Joan Kelly asked when this witch hunt would end.

Laila Auvinen stated that she was very upset as to the lack of answers from the Trustees. She was very distressed this could happen to such a dedicated town employee like Cheryl Bradley. Cheryl has given so much to this Library.

Paula Dowd asked for motion to adjourn the Open Session meeting and move into Executive Session.

Paula Kuehl made a motion to adjourn the Open meeting and go into Executive Session.

Deb seconded the motion.

By roll call vote Paula Dowd, Yes, Margaret Donovan, Yes Paula St. Laurent Kuehl, Yes, Debra Mercier, Yes, Mary Kate Romano, Yes, Joseph von Deck, Yes

All were all in favor.

Open Session Meeting ended at 5:33 P.M.

The residents attending the meeting requested their names be entered into the meeting minutes.

Please see attached list of names.

Minutes amended and approved by the Board of Trustees on September 19, 2013